



State of California

# Employment Training Panel

Arnold Schwarzenegger, Governor

May 12, 2008

Mark Edwards, Owner  
North Coast Resource Management  
6190 North State Street  
Calpella, California 95418

Dear Mr. Edwards:

RE: **FINAL MONITORING VISIT REPORT** for North Coast Resource Management– ET06-0296

<b>Date of the Visit:</b>	May 6, 2008
<b>Beginning/Ending Time:</b>	9:30 – 11:00 a.m.
<b>Date of Last Visit:</b>	January 14, 2008
<b>Visit Location:</b>	6190 North State Street, Calpella
<b>Persons in attendance:</b>	Catherine Annello, Office Manager, North Coast Resource Management; and Kay Summerfield, ETP Program Analyst
<b>Action Required:</b>	<b>No</b>

## **CONTRACT INFORMATION:**

<b>Term of Agreement:</b>	05/09/06 – 05/08/08	<b>Agreement Amount:</b>	\$12,000
<b>Training Start Date:</b>	July 17, 2008	<b>No. to Retain:</b>	10
<b>Date Training Completed:</b>	11/16/2007	<b>Range of Hours:</b>	8 - 60
<b>Type of Trainee:</b>	Retrainee/New Hire	<b>Weighted Ave. Hours:</b>	60

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ETP (04/15/05)

**FINAL REPORT SUMMARY:**

- **HISTORY OF AGREEMENT CHANGES**

ETP approved Revision 1 on September 20, 2006 which extended the term of this Agreement to the full two years, May 8, 2008.

- **INTERVIEW WITH Catherine Annello, Office Manager**

- **What barriers, if any, did your company experience in implementing your ETP project?**

The only barrier was that of business demands during the term of the Agreement and those demands caused us to have a lower completion rate than we originally anticipated.

- **What problems, if any, did your company experience with ETP record keeping?**

None. The on-line system is excellent.

- **What assistance could ETP have provided that would improve the process for future Contractors?**

Our ETP analyst was great. She was available and provided all the assistance we required.

- **How did your company benefit from the ETP training?**

Our employees have new skills; we have a well trained staff; the knowledge base of our employees has been enhanced; we are expanding our services; we are more efficient; and we are more competitive; and we are broadening our bid process to the out of county market.

**PROJECT STATUS PROVIDED BY THE CONTRACTOR:**

<b>Trainees Enrolled:</b>	13	<b>Total Agreement Hours:</b>	600
<b>Dropped Following Enrollment:</b>	3	<b>Training Hours Recorded:</b>	277
<b>Completed Training:</b>	10	<b>Training Hours Potentially Reimbursable:</b>	277
<b>Completed Retention Period:</b>	10	<b>Completed 8 hours of Training:</b>	10
<b>In Retention Period:</b>	0	<b>Completed Minimum Hours for Reimbursement:</b>	10

According to your records at the time of this final meeting, you expected to retain a total of ten trainees (48% percent of planned retentions) for a total reimbursement of \$5,780, (48 percent of the encumbered amount). You agreed that the closeout invoice will be submitted by May 31, 2008.

**ATTENDANCE ROSTERS:**

Ms. Summerfield reviewed one-hundred percent of the rosters for the ten trainees. All rosters were found to meet Panel requirements. It is your responsibility to ensure that all **original** training records are in compliance with Panel requirements for auditing purposes.

**AUDIT:**

North Coast Resource Management will be notified in writing if this agreement is selected for an audit that will be conducted either at your site (field audit) or by telephone if selected for a desk audit or "review". These notifications will be sent in advance to allow ample preparation time and will include a list of documentation that will be examined by the auditor. A list of the documentation typically examined during an audit will be included along with the Audit Notification and Audit Confirmation letters. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked during training
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

**RECORD RETENTION:**

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or concerns regarding this report, please contact Kay Summerfield at 916-813-8386 or at [ksummerfield@etp.ca.gov](mailto:ksummerfield@etp.ca.gov) within ten days of receiving this letter.

Sincerely,



Ruby Cohen, Manager  
Sacramento Regional Office



Kay Summerfield, Contract Analyst  
Sacramento Regional Office

cc: David Guzman, Director, Program Operations  
Kulbir Mayall, Manager, Fiscal and Certification  
Master File  
Project File